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1. **GENERAL INFORMATION**

- A. Sanctity of Life – The Department respects the dignity of all persons and recognizes the sanctity of human life, rights, and liberty.
- B. The Department shall conduct all immigration enforcement activities in a manner consistent with federal and state laws regulating immigration and protecting the civil rights, privileges, and immunities of all persons.
 - This policy will not limit the enforcement of federal and state immigration laws to less than the full extent permitted by law.
- C. Officers **will not** arrest, stop, detain, or contact an individual based on race, color, religion, sex/gender, ethnic or national origin, age, sexual orientation, gender identity or expression, disability, or economic status, unless it is part of a suspect description or otherwise authorized by law.
- D. If officers need to contact ICE to verify any person's immigration status, a VCB desk sergeant **must first** be contacted, at (602) 262-6147, for approval.
 - If the VCB sergeant is not available, officers must contact an on-duty sergeant for approval.
 - Any contact with ICE **must be** documented by VCB desk personnel who will collect immigration related data.
 - A legal advisor will be on-call 24/7 for immigration related questions.
- E. There are two situations where officers are mandated by [Arizona Revised Statute \(ARS\) 11-1051](#) to contact the federal government [U.S. Immigration and Customs Enforcement (ICE)] to verify a person's immigration status:
 - (1) A person is under ARREST based on probable cause (adult or juvenile) (see section 4 of this order for more information).
 - This means ALL persons ARRESTED regardless of lawful status in the United States (U.S.), race, color, national origin, OR presumptive ID; the arrestee shall have their immigration status verified by the federal government prior to release of the arrestee.
 - (2) When a person is lawfully stopped/detained for a state or local crime AND only when the officer develops further reasonable suspicion the detained person is unlawfully present in the U.S. (see section 5 of this order for more information).
- F. **Consensual Contacts** - Officers **may not** make immigration status inquiries during initial consensual contacts with members of the public.
 - There is generally no obligation on the part of the persons contacted to cooperate with law enforcement or to assist in an investigation.
- G. **Victims/Witnesses** - Because victims and witnesses are not arrested or lawfully stopped/detained for purposes of the 4th Amendment, officers **must not** ask about immigration status or call ICE to verify victims' or witnesses' immigration status.

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1. H. Traffic Enforcement (Drivers/Passengers) – Officers **must not** ask immigration related questions or verify immigration status while conducting traffic enforcement unless required by state law as specified above in sections 1.E.(1) and (2) of this order.
 - Current state law does not place a legal requirement on passengers to produce identification and officers **must not** ask for identification for immigration purposes.
- I. Officers **must not** hold a person for longer than the purpose of the original stop to verify immigration status.
- J. The only time an officer will transport a person to ICE is under one of the following conditions:
 - (1) ICE verifies the person is wanted for a **criminal immigration** violation AND there are no state criminal charges.
 - (2) The person has a civil immigration violation **only** and **consents** to a transport.
2. **SCHOOL RESOURCE OFFICERS (SROS)** - The mission of the SRO Program is to foster trust and cooperation when interacting with students and to provide for the overall safety and security of everyone on school campuses.
 - A. To achieve this mission, the Department has adopted the triad concept of community policing with respect to SRO duties.
 - B. SROs shall first place emphasis on being educators and mentors and only act as enforcement officers when necessary.
 - C. SROs or any other officers **must not** ask immigration questions or contact ICE for any purposes while on school grounds.
 - When off school grounds, if officers need to contact ICE to verify any person's immigration status, a VCB desk sergeant **must first** be contacted, at (602) 262-6147, for approval.
 - * If the VCB sergeant is not available, officers must contact an on-duty sergeant for approval.
 - * Any contact with ICE **must be** documented by VCB desk personnel who will collect immigration related data.

3. **DEFINITIONS**

A. Bias-Based Profiling	Selecting a person or persons for enforcement action based on a common trait of the group; this includes, but is not limited to race, color, religion/creed, sex/gender, ethnic or national origin, age, sexual orientation, gender identity or expression, disability, or economic status; this includes "racial profiling"
B. Consensual Contact	Voluntary interaction with a person where a reasonable person would clearly understand they are free to leave or decline the officer's request
C. Presumptive Identification (For persons lawfully stopped or detained/not under arrest)	A person is presumed not to be unlawfully present in the U.S. if the person provides to a law enforcement officer or agency any of the following: • A valid Arizona driver license • A valid Arizona non-operating identification license • A valid tribal enrollment card or other form of tribal identification • If the entity requires proof of legal presence in the U.S. before issuance; any valid U.S. federal, state, or local government issued identification.
D. Probable Cause to Arrest	Facts and circumstances, and any rational inferences therefrom, that would lead a reasonable and prudent officer to believe a crime has been or is being committed, and the subject to be arrested committed the crime; an officer may arrest based on probable cause
E. Racial Profiling	The reliance on race, skin color, and/or ethnicity as an indication of criminality, including reasonable suspicion or probable cause, except when part of a suspect description

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3. **DEFINITIONS** (Continued)

F. Reasonable Suspicion	Facts and circumstances, and any rational inferences therefrom, that would lead a reasonable and prudent officer to believe crime is/was afoot (has been, is being, or is about to be committed); the officer need not know the exact nature of the crime; an officer may stop or detain a person based on reasonable suspicion, but may not arrest or search absent probable cause or reasonable suspicion the detained person is armed and dangerous
G. Stop/Lawful Detention	A temporary detention of a person for investigation (a temporary detention is considered a seizure of a person and is, therefore, governed by the Fourth Amendment); a stop occurs when a reasonable person under the circumstances would believe that he/she is not free to go; a stop must be based on at least reasonable suspicion; a person is stopped when such person submits to a show of authority or physical force.

4. **ARRESTS**

- A. **ALL** arrested persons (adults and juveniles whether booked/detained **or** cited in lieu of detention (CLD'd)/referred and released) regardless of lawful status in the U.S., race, color, national origin, or presumptive ID, **shall** have their immigration status verified by the federal government.
- Presentation by the arrestee of presumptive ID **does not** meet the requirement to verify immigration status under state law.
- (1) Officers **must not** detain a person solely for determining immigration status longer than completion of the original stop/detention (once the purpose for the original stop/detention is complete or the ATTC/juvenile referral is complete, officers cannot continue detaining the person to verify immigration status).
 - (2) If booking an adult, jail personnel will verify immigration status.
 - (3) If issuing a CLD to an adult or for **all** arrested juveniles [CLD'd, referred and released for a crime, or detained at the Juvenile Court Center (JCC)], the officer **must first** contact the VCB desk sergeant, at (602) 262-6147, for approval to contact ICE.
 - If the VCB sergeant is not available, officers must contact an on-duty sergeant for approval.
 - Any contact with ICE **must be** documented by VCB desk personnel who will collect immigration related data

5. **LAWFUL DETENTION AND REASONABLE SUSPICION OF AN IMMIGRATION VIOLATION**

- A. If a person is detained for a violation of any law and during this detention an officer develops reasonable suspicion the detained person is unlawfully present in the U.S., the officer shall make a reasonable attempt to contact ICE and verify the person's immigration status (ARS 11-1051.B).
- Officers **must not** hold a person for longer than the purpose of the original stop to verify immigration status.
- B. There are three **EXCEPTIONS** when it is **NOT** necessary to contact ICE to verify immigration status for persons lawfully stopped/detained and there is reasonable suspicion the person is unlawfully present in the U.S:
- (1) **When it is not practicable**
 - For example: work load, criticality of incident and other present duties, available personnel on scene, location, available back-up, and ability to contact ICE.
 - (2) **When the determination may hinder or obstruct an investigation**
 - The officer should consider when or whether to investigate immigration status in light of the need for suspect, victim, and witness cooperation in an investigation.

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5. B. (2) (Continued)

- * This consideration is not limited to the investigation for which the person has been detained, such as domestic violence investigations, complex investigations of money laundering, human trafficking, and drug smuggling, which may require significant cooperation of those involved.

(3) When the person provides presumptive identification

- See section 3.C of this order for a list of presumptive identification.

6. **DOCUMENTATION**

- Any contact with ICE **must be** documented by VCB desk personnel who will collect immigration related data.

7. **CONTACT WITH ICE**

A. When officers contact ICE at any time and ICE advises there are federal charges, officers must ask if the charges are federal criminal charges or federal civil charges.

- State and local officers have no authority to enforce federal civil immigration violations.
- A legal advisor will be on-call 24/7 for immigration related questions

B. Federal Civil Charges

(1) When ICE advises there are only **federal civil** charges and there are **NO state and/or local** charges, refer to the below procedures:

- (a) The officer may not extend a stop/detention based upon the federal civil charges.
- (b) The officer will not extend the stop/detention to wait for ICE to respond.
- (c) Officers will not transport the person based solely upon a federal civil violation without the person's consent.
- (d) If the person has been stopped/detained, he/she must be released after the initial investigation is complete unless the officer has developed additional reasonable suspicion to detain the person to investigate a violation of criminal activity.

(2) If there is a **federal civil** charge and the person **is under arrest for a state and/or local** charge/s:

- The person will be booked into jail on the state and/or local charge/s.
- * A HOLD for the federal charge will be placed on the person for ICE or other appropriate federal agency.

C. Federal Criminal Charges

(1) When ICE advises there are **federal criminal** charges and there are **NO state and/or local charges**, refer to the below procedures:

- The officer shall determine whether ICE will respond to take the person into custody or whether the officer should arrest the person and transport to ICE or a local, state, or federal jail facility.

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7. C. (2) If there is a **federal criminal** charge and the person **is under arrest for a state and/or local** charge/s:

- Follow the procedures as outlined above in section 7.B.(2) of this order.

D. **ICE Is Unable To Determine Federal Civil or Criminal Charges**

- (1) If ICE is unable to verify whether the federal charge is civil or criminal, then the charge will be treated as civil.

- (a) If there are **NO** state and/or local charges, the procedures outlined above in section 7.B.(1) of this order will be followed.

- (b) If the person **is under arrest** for state and/or local charges, the procedures outlined above in section 7.B.(2) of this order will be followed.

8. **DETENTION AND REMOVAL ORDER (DRO) HOLDS**

- A. The Detention and Removal Office (DRO) is a unit of ICE that has the responsibility of detaining and transporting undocumented persons apprehended by ICE, Customs and Border Protection (CBP), or local law enforcement.

- B. Once ICE has determined a person is unlawfully present in the U.S., ICE will issue a DRO hold, which can be for criminal or civil violations.

- This hold will be similar to a hit from a warrant when a person's information is run through the National Crime Information Center (NCIC).

- C. If an officer receives a DRO notification from ICE, he/she must call the phone number on the DRO notification to determine whether the DRO hold is criminal or civil.

9. **DROP HOUSES, HUMAN SMUGGLING, AND LOAD VEHICLES**

- A. ICE is responsible for the investigation of any federal crimes involving human smuggling and the Department will investigate any state crimes against the victims.

- (1) A patrol supervisor will respond to the scene and contact the Violent Crimes Bureau (VCB) desk sergeant to provide a detailed account of the situation.

- (2) The VCB desk sergeant will determine if the situation requires contacting ICE.

- If the situation requires contacting ICE, the VCB desk sergeant will contact them and provide a detailed account of the circumstances.

- (3) The VCB desk sergeant will also contact the appropriate investigative detail/s (Assaults, Home Invasion Kidnapping Enforcement (HIKE), Homicide, Sex Crimes, etc.), who will determine if there is a need for a detective response.

- If detectives do not respond, patrol will have disposition.

- (4) The VCB desk sergeant will advise the patrol supervisor of a response by ICE and/or other investigative detail.

NOTE: Officers **must not** hold victims for a response by ICE absent a criminal immigration violation/investigation verified by ICE.

- (5) The VCB desk sergeant must be notified of the disposition of the investigation for the collection of data and information and will document each reported incident along with the response by ICE.

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10. NCIC ICE IMMIGRATION VIOLATOR FILE

- A. ICE keeps a record of aliens who have been convicted of a felony crime in the U.S. and have since been deported to their country of citizenship.
 - This record is known as the Deported Felon File which is located in the NCIC Immigration Violator File.
- B. The Immigration Violator File contains the following additional categories:
 - (1) The ICE Absconder category, which contains the records for individuals with an outstanding administrative warrant of removal from the U.S. who have unlawfully remained in the U.S.
 - (2) The ICE National Security Entry/Exit Registration System (NSEERS) category, which contains the records for individuals whom the Department of Homeland Security (DHS) and ICE have determined have violated registration requirements for entry into the U.S.
 - (a) The NCIC query results will advise whether the information displayed is an Administrative Warrant hit or a Deported Felon File hit.
 - (b) Police officers **must not** take enforcement action on Administrative Warrants or NSEERS hits as these are civil federal matters.
- C. If there are **local charges** along with a **Deported Felon File notification**, follow the procedures as outlined in section 7.B.(2) of this order.
- D. If an officer runs a person who is the subject of a **Deported Felon File notification**, and there are **NO local charges**, the following steps will be taken:
 - (1) Verify through physical description (scars, marks, tattoos, etc.), admission, or other available information, the person on the hit is the same person.
 - (2) Contact the ICE Law Enforcement Service Center in Vermont through the communications dispatcher or call directly using the phone number listed for immediate notification confirmation.
 - (3) Once the hit has been confirmed, officers will positively identify the subject through LiveScan or fingerprint the individual and fax the fingerprints to ICE.
 - (4) After the subject has been positively identified, the ICE Law Enforcement Agency Response (LEAR) Unit (or other local ICE office) may be contacted at 602-379-3235 for pick-up and disposition of the subject.
 - Officers may also take the subject to the ICE Detention and Removal Office at 2035 North Central Avenue for subject turnover to an ICE agent.
 - Officers **will** call the LEAR Unit before transporting a subject.

11. FEDERAL FIREARMS REGULATIONS

- Under Title 18, U.S.C., Chapter 44, Section 921(20), any person unlawfully present in the U.S. is prohibited from owning or possessing a firearm.
 - * If the status of a prohibited possessor cannot be verified, an IR will be completed and the firearm impounded as Evidence.
 - * A Gun Squad detective will be on-call 24/7 for questions concerning prohibited possessor status and misconduct involving weapons.

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12. T VISA AND U VISA CERTIFICATIONS

A. The Department is committed to serving all communities in the City, especially those vulnerable to victimization, and we recognize the value of completing T visa and U visa certifications and in supporting immigrant victims of crime who are helpful in an investigation or criminal prosecution.

(1) Visit the [United States Citizenship and Immigration Services \(USCIS\)](#) website for information on the T and U nonimmigrant statuses (T visa and U visa).

(a) Information on [T visas](#) includes:

- Eligibility
 - * Victim of sex trafficking or labor trafficking
- How to apply for T nonimmigrant status (a T visa) (includes submitting the below forms)
 - * [Form I-914, Application for T Nonimmigrant Status](#)
 - * [Form I-914, Supplement B, Declaration of Law Enforcement Officer for Victim of Trafficking in Persons U Nonimmigrant Status Certification](#) (Form I-914B)
- How to file for qualifying family members

(b) Information on U visas includes:

- Eligibility
- Qualifying criminal activities
- How to apply for U nonimmigrant status (a U visa) (includes submitting the below forms)
 - * [Form I-918, Petition for U Nonimmigrant Status](#)
 - * [Form I-918, Supplement B, U Nonimmigrant Status Certification](#) (Form I-918B)
- How to file for qualifying family members

B. Request for T Visa Certification

(1) An applicant requesting a USCIS Form I-914B from the Department must submit a letter to the Department as outlined below:

(a) The letter must be typed or clearly printed and must:

- (i) Provide the victim's full name (including any middles names and other names, such as maiden names or nicknames), date of birth, gender, phone number, and address.
- (ii) Describe the qualifying criminal activity including the date/s and location/s of the occurrence/s.
- (iii) Describe the victimization on which the applicant's claim is based and identify the relationship of the victimization to the crime under investigation or prosecution.
- (iv) Explain if the victim has any fear of retaliation.
- (v) Specify how the victim has assisted, is assisting, or is likely to be helpful to the Department in the investigation or prosecution of the qualifying crime/s.

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12. B. (1) (a) (vi) Designate a return mailing address directing where and to whom the Department may send written correspondence related to the request.

(b) Send the letter by:

- Email to: Uvisa@phoenix.gov
- Mail to: Phoenix Police Department
Community Engagement Bureau
620 West Washington Street
Phoenix, AZ 85003

C. Request for U Visa Certification

(1) An applicant may request the Department (certifying agency) to complete a USCIS Form I-918B by submitting a letter to the Department as outlined below.

(a) The letter must be typed or clearly printed and must:

- (i) Provide the victim's full name (including any middle names and other names, such as maiden names or nicknames), date of birth, gender, phone number, and address.
- (ii) Describe the qualifying criminal activity including the date/s and location/s of the occurrence/s.
- (iii) Provide a copy of at least the first two pages of the Department's report.
- (iv) Specify how the victim helped, is helping, or is likely to be helpful to the Department in the investigation or prosecution of the qualifying criminal activity.
- (v) Designate a return mailing or email address directing where and to whom the Department may send written correspondence related to the request.

(b) Send the letter by:

- Email to: Uvisa@phoenix.gov
- Mail to: Phoenix Police Department
Community Engagement Bureau
620 West Washington Street
Phoenix, AZ 85003

(2) Once the Department returns the completed and signed Form I-918B to the victim/representative, the victim/representative must submit the form to USCIS within six months of completion by the Department.

D. Department Review of Form I-918B - All requests for U visa certifications (Form I-918B) will be assigned to Community Engagement Bureau (CEB) staff who will determine if the petitioner/applicant meets the conditions as required on Form I-918B.

- (1) When reviewing the petitioner's application/Form I-918B, the statute of limitations and status of the case will be taken into consideration: for example, an aggravated assault case will not be certified when there are no known suspect/s, the statute of limitations have expired, there is no evidence to identify the suspect, and there are no significant injuries to the victim.
- (2) Any Incident Supplements needed to completely investigate the application for certification or non-certification will be the responsibility of the investigative unit assigned the case.

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12. D. (3) The CEB reviewing staff will forward Form I-918B to the authorized certified signer within CEB with a recommendation to either sign and certify or sign and not certify.

- Once reviewed and signed by the authorized certified signer, the form will be returned to the victim/representative.

(4) The Police Chief or their designee shall have the sole discretion to certify a U visa petition.

E. T and U Visa Tracking

(1) All requests for T or U visas will be logged on a division database file which will be maintained in CEB.

(2) Notations will be added to the tracking log to include certifications and non-certifications.

(3) The tracking log will be maintained to reflect the total number of applications received and processed annually, to include the number of certifications, non-certifications, and re-certifications.

13. **ICE CONTACT INFORMATION**

A. 1-800-973-2867 ICE 24 hour contact (Communications Center) – Call must be made by a custodial officer and request to be transferred to the Phoenix DRO Office

B. 1-802-872-6020 ICE Law Enforcement Support Center (NLETS Inquiry Only – No phone support)

C. 1-520-836-7812 Tucson CBP

Last Organizational Review: